



DEPARTMENT OF MENTAL HEALTH CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF MENTAL HEALTH	RELEASE DATE:	Thursday, October 21, 2010
POSITION TITLE:	Deputy Director, Community Services Division	FINAL FILING DATE:	Wednesday, November 3, 2010 or until filled
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$ 9,939.00 / Month	BULLETIN ID:	10212010_1

POSITION DESCRIPTION

Under the administrative direction of the Directorate, the Deputy Director, Community Services Division directs statewide activities relating to county administration of community mental health programs for children, transition age youth, adults, and older adults. The Deputy Director plans, organizes, and directs the activities of the Community Services Division, which includes the Mental Health Services Act, County Operations, specialty mental health Medi-Cal program, existing federal-funded mental health programs, implementation of health care reform pertaining to mental health and federal mental health parity laws, and fiscal and administrative support; develops and implements departmental policy affecting community mental health programs, and is a member of the Director's executive staff providing consultation for final decisions on all departmental programs; directly supervises the Assistant Deputy Directors and the Chiefs of the Division branches; represents the Department in continuing contacts with the Governor's Office, the Legislature, the Mental Health Services Oversight and Accountability Commission, the California Mental Health Planning Council, the California Mental Health Director's Association, as well as a wide range of influential public groups interested in services to individuals with mental illness and their families; presents and defends departmental positions and budget proposals, and negotiates as necessary; reviews and assists in the development of proposed legislation and regulations which support departmental policies affecting state hospital programs.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience

which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. A working knowledge of human services programs (i.e. mental health, public health, public foster care, vocational rehabilitation, assistance to the aging, and substance abuse treatment and prevention, etc.)
2. Knowledge of program and policy development, implementation and management, including, but not limited to, developing regulations and/or guidelines, program standards and performance expectations, initiating and responding to unique planning, policy, program and long term strategies and evaluating the effectiveness of both county and statewide implementation efforts.
3. Knowledge of California's mental health system, Specialty Mental Health Medi-Cal program, the Mental Health Services Act, national health care reform and federal mental health parity laws, federal-funded mental health program.
4. Knowledge of the federal and state laws and regulations pertaining to mental health.
5. Ability to work with all levels of Federal, State, County governments, advocacy organizations, and other external and internal stakeholders to gain their support, cooperation and active involvement.
6. Ability to manage significant department activities and programs during a time of tremendous change and innovation and achieve defined objectives in a timely, collaborative and cost-effective manner.
7. Demonstrated leadership and management ability in addition to showing initiative and independence of action in policy and decision-making.
8. Demonstrated ability to establish program monitoring and evaluation processes.
9. Ability to achieve defined objectives in a timely and cost effective manner.
10. Ability to manage significant department activities and programs during a time of tremendous change and growth.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Community Services Division**, with the **DEPARTMENT OF MENTAL HEALTH**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination consists of a review of each candidate's qualifications for this position and may include an oral interview. Based on the minimum and desirable qualifications announced in this bulletin and evaluation criteria developed for this position, each candidate's application and Statement of Qualifications will be reviewed by a designated departmental screening committee. It is critical that applications/statements include specific information on experience and education applicable to these qualifications. Based upon the screening committee's evaluations, individuals may or may not be invited to interview. All candidates will be assigned a rating and will be notified

in writing of their final scores. Direct questions concerning the exam process to Cynthia Krohn at (916) 654-2535. California Relay for the hearing impaired: from a TDD phone (800) 735-2929, from a Voice Phone (800) 735-2922 or (916) 322-1700.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF MENTAL HEALTH, Human Resources
1600 - 9th Street, Room# 121, Sacramento, CA 95814
Cynthia Krohn | (916) 654-2535 | cynthia.krohn@dmh.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF MENTAL HEALTH reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>